

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Tree Supervisor/Arborist	Job Family: III
General Classification: Professional	Job Grade: 20

Definition: To plan, organize, direct and supervise the City's urban tree management plan and related tree maintenance operations within the Parks Division operations; coordinate and oversee an integrated pest management program; and to perform a variety of technical tasks relative to assigned area of responsibility.

Distinguishing Characteristics: The Tree Supervisor/Arborist is a single-class position which receives direction from the Senior Parks Supervisor. He/she exercises direct and indirect supervision over assigned maintenance and technical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for supervising the City's urban tree and pest management plan; implements policies and procedures.
2. Plans, prioritizes, assigns, supervises and reviews the work of staff involved in tree maintenance and pesticide application activities.
3. Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
4. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for additional resources; monitors and controls expenditures.
5. Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures.
6. Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.
7. Coordinates contract tree trimming activities; reviews plans and specifications.
8. Enforces tree ordinance standards; manages Heritage tree program.

9. Performs other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of arboriculture, equipment, tools and materials used in proper tree care and maintenance; principles of supervision, training and performance evaluation; principles of municipal budget administration; pertinent local, State and Federal laws, ordinances and rules.

Ability to: Organize, implement and direct tree trimming maintenance and pesticide application operation/activities; interpret and explain pertinent City and department policies and procedures; assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; supervise, train and evaluate assigned staff.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Training and experience equivalent to the completion of an Associate's degree in arboriculture or a related course of study and three years of increasingly responsible experience in tree maintenance activities, including one year of lead supervision responsibility.

Required Licenses or Certificates: Possession of a valid Pest Control Advisor's Certificate and possession of a valid California Class C driver's license. Possession of, or ability to obtain within 12 months of appointment, a certified arborist certification.

Established October 1991

Revised

CLASS SPECS

CS039-P^